

## REQUEST FOR FORMAL REVIEW OF COURSE GRADE OR EVALUATION

PRINT all information

Name: \_\_\_\_\_  
Student Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Postal Code: \_\_\_\_\_

- f* A Student may request a formal review of a course grade or evaluation for a period of up to one month after being informed of the final course grade. This formal review may be for a specific component of the course or the overall course grade. *(A fee of \$35 to accompany this request.)*
  
- f* A Student may request that a written examination be checked for clerical error in the addition and/or calculation of the score. *(A fee of \$13 to accompany this request.)*
  
- f* A student must accept the fact that the review requested may lead to a lowering of the mark, raising of the mark, or no change in the mark.

All requests submitted to the Office of the Registrar will be forwarded to the relevant Course Director, who will then determine whether sufficient grounds exist to conduct the review. If grounds do exist, the Course Director will then conduct the review, reporting the outcome in writing back to the Office of the Registrar. No mark or grade will be revised without written authorization from the Course Director. The Office of the Registrar will notify the student in writing of the outcome of his/her request: either a confirmation of the original grade or a revision (lowering or raising) of the original mark or grade.

Name of Course: \_\_\_\_\_

- ... Specific component to be reviewed: \_\_\_\_\_
- ... Final Course Grade reviewed
- ... Written Examination checked for clerical error
- ... Other (specify under details on reverse)

Date of Examination: \_\_\_\_\_ Date of mark notification: \_\_\_\_\_

Details of Request:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Processing Fee (refunded if mark is raised\*)

Review of Examination in whole or in part: \$35

Written Examination checked for clerical error: \$13

Cheque \_\_\_\_ (Payable to University of Toronto)

\*Students are reminded that this process could possibly result in the lowering of a mark.

**Submit form with payment to:**

**Office of the Registrar, 1 King's College Circle, MSB, Rm. 2306,  
University of Toronto, Toronto, Ontario M5S 1A8**